



Navy Equipment Spectrum Certification (ESC) Process Manager

Using the ESC Process Manager to collaborate
with the Navy-Marine Corps Spectrum Center

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EQUIPMENT SPECTRUM CERTIFICATION (ESC) PROCESS MANAGER

The ESC Process Manager is a Defense Knowledge Online (DKO)-based system that enables Systems Commands (SYSCOMs) and others to electronically submit and track progress of spectrum certification and host nation coordination requests. It also provides the ability to update information about your request(s) such as testing dates, operation deadlines, and points of contact for use by your Spectrum Management Office (SMO) (e.g., the Navy-Marine Corps Spectrum Center (NMSC)). This document describes the process to submit and track requests using the ESC Process Manager, which is located at <https://www.us.army.mil/suite/page/650104>.

The ESC Process Manager is an unclassified system. Only unclassified data may be entered, and only unclassified documents may be uploaded. If your request is classified, please email it to NMSC at navy.spectrum@navy.smil.mil on the Secret Internet Protocol Router Network (SIPRNET).

Access to the system requires a DKO account and registration with NMSC. Select the "How do I register for an AKO/DKO Account?" link at <https://www.us.army.mil> to obtain a DKO account. Contact navyspectrum.fct@navy.mil to register your DKO account with NMSC. For more information, contact the help desk at stepstone-helpdesk@alionscience.com or (240) 646-3543.

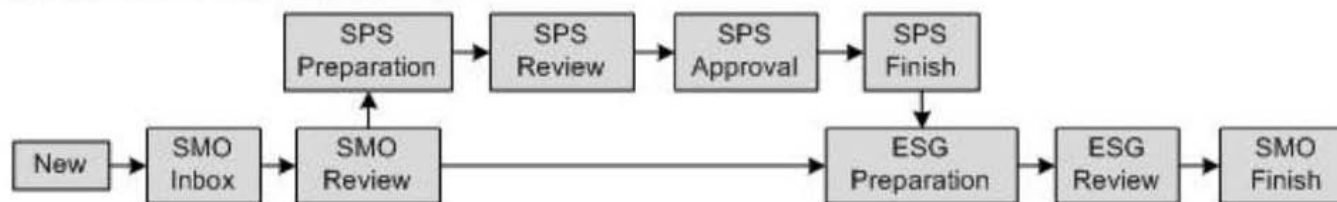


MONITORING YOUR REQUEST

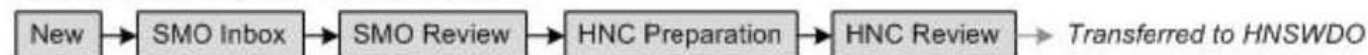
When you start a request, you identify the person responsible for answering questions about the request. This person, the primary point of contact (POC), will be contacted by NMSC about the request. The primary POC is responsible for checking his/her email or the ESC Process Manager home page for instructions from NMSC. Failure to respond will delay processing the request.

The status of your request(s) is available through the system. To check the status of your request, visit your Process Manager home page at <https://www.us.army.mil/suite/page/650104>, find the request in the My Requests table, and look in the Current Status column. The following diagrams show the statuses that will be displayed in that column for spectrum certification and host nation coordination requests.

Spectrum Certification Process



Host Nation Coordination Process





Stepstone Statuses

<i>Status</i>	<i>Description</i>	<i>Applies To</i>
New	The request has been started.	All requests
SMO Inbox	The Spectrum Management Office (SMO) (i.e., NMSC) has accepted the request for processing but has not yet begun detailed analysis.	
SMO Review	The request undergoes a detailed review. Issues are coordinated with the specified point of contact(s).	
SPS Preparation	The SMO prepares the request for review by the Spectrum Planning Subcommittee (SPS).	Requests requiring coordination with Federal authorities
SPS Review	The SPS analyzes and coordinates the request.	
SPS Approval	The SPS has approved the request. The certification letter remains to be signed.	
SPS Finish	The SMO processes the signed certification letter.	All spectrum certification requests
ESG Preparation	The SMO prepares the request for review by the Military Communications-Electronics Board (MCEB) Equipment Spectrum Guidance Permanent Working Group (ESG PWG).	
ESG Review	The ESG PWG reviews the request.	
SMO Finish	The SMO notifies appropriate points of contact of the certification.	Requests for host nation coordination
HNC Preparation	The SMO gathers necessary foreign disclosure releases and prepares the application for review by the MCEB ESG PWG.	
HNC Review	The ESG PWG reviews the request in preparation for host nation coordination. After this step, the request is transferred to the Host Nation Spectrum Worldwide Database Online (HNSWDO) system. After transfer, HNSWDO is used to track the request.	All requests
Cancelled	The SMO has stopped processing the request for reasons such as <ul style="list-style-type: none">• a certification already exists,• the issues in the request have been addressed by the SMO, or• the equipment could not be certified.	



QUESTIONS ?